

Resetting Password

Go to this site:

<https://secure.noacsc.org/other/pwd/pm/change.aspx>

When you click this link, it takes you to a site that looks like this.

Password needs to be 8 characters long with Upper and lower case, numbers, and special characters.

Change Password Utility

Put in your username and current password in the appropriate boxes below. Then type in what you want your new password to be and retype the new password in the Confirm Password box. Click on the Change Password button.

Note: Just your username for the username field, not your email address.

Username:	<input type="text"/>	First, Last
Current Password:	<input type="password"/>	What ever password that was in your email or told that it was reset to.
New Password:	<input type="password"/>	Whatever you want the new password to be follow the rules in the email though
Confirm Password:	<input type="password"/>	Confirm password
<input type="button" value="Change Password"/>		

After you successfully change your password you will have to wait until the server and 365 sync again for the change to take affect. That takes about 20 to 40 minuets.